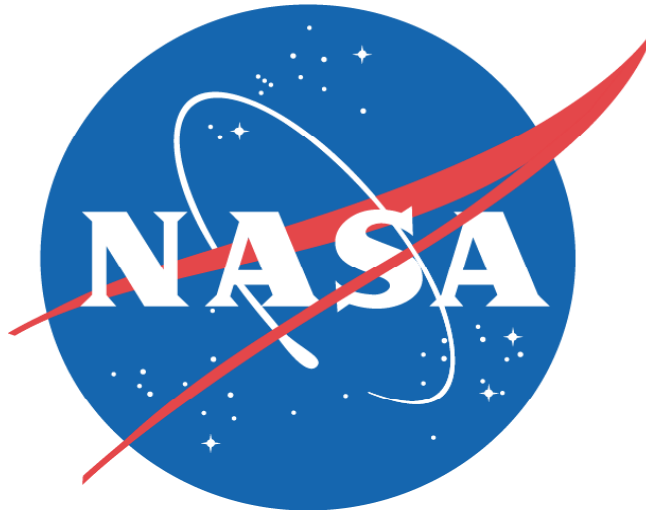


Responsible Office: NASA Office of Equal Opportunity Programs  
Subject: OEOP Policy Formulation and Approval



Office of Equal Opportunity Programs

Office Work Instruction

## OEOP Policy Formulation and Approval

Approved by: \_\_\_\_\_

George E. Reese  
Associate Administrator  
Office of Equal Opportunity Programs

[illegible]

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## **1. Purpose**

The purpose of this procedure is to ensure that the NASA Office of Equal Opportunity Programs (Code E) provides executive leadership, policy direction, advice, and functional management in the preparation of equal opportunity plans, procedures, regulations, reports, and other matters pertaining to the policy of providing equal opportunity in employment, research and education to all persons, including disabled veterans; of prohibiting discrimination in employment because of race, color, religion, sex, national origin, age, or disability; and of promoting the full realization of equal employment opportunity through a continuing affirmative employment program.

## **2. Scope and Applicability**

This OWI applies to all the organizational components of Code E.

## **3. Definitions**

- 3.1 AA - Associate Administrator.
- 3.2 ADS - Action Document Summary Form 117
- 3.3 AO - Action Officer. This is the professional staff member responsible for the preparation of the draft and final policy document.
- 3.4 DAA - Deputy Associate Administrator
- 3.5 DD - Division Director
- 3.6 DPP - Draft Policy Package. The package contains the draft policy document and an NHQ Form 117 for each Code that will review the policy document for concurrence.
- 3.7 Code E - Office of Equal Opportunity Programs
- 3.8 FPP - Final Policy Package. The package contains the policy document, with a NHQ Form 117 with the concurring Headquarters Offices.
- 3.9 Policy Document - NASA Policy Directive (NPD), NASA Policy Guidance (NPG), and NASA Policy Charter (NPC).

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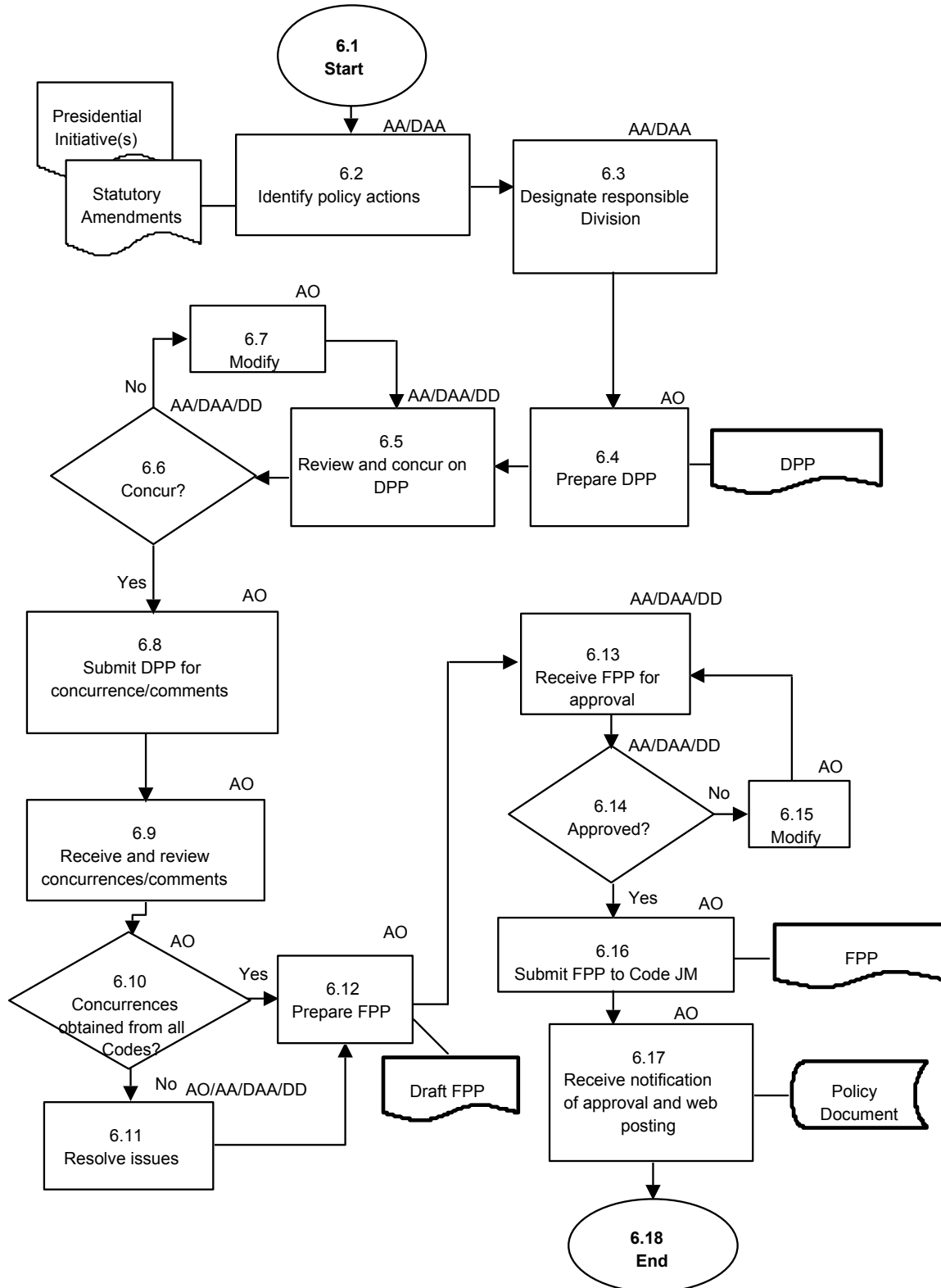
#### 4. **References**

- 4.1 HQSM 1200.A Headquarters Quality Systems Manual
- 4.2 NPD 1000.1A NASA Strategic Plan
- 4.3 NPG 1000.2 NASA Strategic Management Handbook
- 4.4 NHB 1101.3 The NASA Organization
- 4.5 NPG 1400.1 NASA Directives System

The correct version of the above documents  
can be obtained from the NODIS Directives  
Library.

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## 5. Flowchart



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## 6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	Code E	Start
6.2	AA/DAA	Policy actions are identified by the AA/DAA as the result of Presidential initiatives (i.e., Executive Orders), judicial mandate (Federal court interpretations of current anti-discrimination laws), and new legislation that amends current Federal statutes and/or new statutes. In addition, current Agency policy documents are also screened in order to determine whether reaffirmation and/or renewals are necessary.
6.3	AA/DAA	Once identification of new policy initiatives is completed, a Code E Division is assigned the responsibility for developing the DPP. This assignment is made based on program responsibilities and availability.
6.4	AO	The AO proceeds to prepare the DPP and submits to and DDDAA/AA.
6.5	DD/DAA/AA	DD/DAA/AA review and concur on DPP/NHQ Form 117.
6.6	DD/DAA/AA	If concurred, then proceed to 6.8. This decision is made based on the reviewer(s) professional knowledge and experience and the responsiveness of the DPP to the issue it has been developed to address. If concurrence is not received, proceed to 6.7.
6.7	AO	If the DD/DAA/AA want to make modifications, the changes are made. Proceed to 6.5.
6.8	AO	DPP is submitted to all Headquarters Offices for concurrence and comments. Copy of DPP is kept until FPP is prepared.
6.9	AO	The AO receives the DPP's from the Headquarters Offices. The Headquarters Offices may concur without comment; concur with recommended changes, or refuse to concur if the recommended changes are not made. If a Headquarters Office concurs with

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- recommended changes, the changes may be accepted or rejected.
- 6.10 AO If concurrence is obtained from all Codes, proceed to 6.12. If concurrence is not obtained, proceed to 6.11.
- 6.11 AO/DD/DAA/AA If a Headquarters Office refuses to concur unless changes are made, negotiations are conducted with the nonconcurring Office for an acceptable compromise that will result in concurrence. If negotiations are unsuccessful the document is sent forward without concurrence along with a memo explaining why OEOP does not agree with the recommended changes.
- 6.12 AO Once concurrence is obtained from all Headquarters Offices, a Final Policy Package (FPP) is prepared. The FPP contains a copy of the form 184 (NASA Directive Request), the new policy document, a copy of the Form 117 with each of the concurring offices electronic signature, any nonconcurring offices lack of signature, a copy of all comments and the disposition of those comments, memo(s) explaining any nonconcurrence, and a copy of any policy document cancelled by the new directive.
- 6.13 DD/DAA/AA Receive FPP for approval. This decision is made based on the reviewer(s) professional knowledge and experience and the responsiveness of the DPP to the issue it has been developed to address.
- 6.14 DD/DAA/AA If approval of the FPP is not obtained, modifications are made as required. Proceed to 6.15 for modifications. If approval is obtained, initial FPP/NHQ Form 117, and proceed to 6.16.
- 6.15 AO Modify FPP and proceed to 6.13.
- 6.16 AO FPP is submitted to Code JM for further processing and retention as a Code JM quality record. A copy of the FPP is kept until web-posted.
- 6.17 AO Receive notification from JM of policy document approval and electronic posting in Directives Library. The policy document is maintained electronically as a quality record.

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6.18 Process completed.

## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1C)	Retention/Disposition
DPP	E	Code E files	Electronic	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes
Draft FPP	E	Code E files	Electronic	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes
FPP	E	Code E files	Electronic	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes
Policy Directive	E	<a href="http://nodis.hq.nasa.gov/Library/Directives/NA-SA-WIDE/contents.html">http://nodis.hq.nasa.gov/Library/Directives/NA-SA-WIDE/contents.html</a>	Electronic	Schedule 3, Item 50, Section D	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.